

# Comparisons of Job Characteristics

**Focus Occupation: Administrative Services Managers (11-3011)**

**Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

[Compare Knowledge](#)

[Compare Skills](#)

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|    |  |
|----|--|
| << | Focus occupation element is much lower             |
| <  | Focus occupation element is lower                  |
| 0  | Focus occupation element is at a similar level     |
| >  | Focus occupation element is at a higher level      |
| >> | Focus occupation element is at a much higher level |

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

| Associated Occupation's Key Knowledge Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating |    | Evaluation of Focus Occupation                         |
|--|---------------------------------|--------------------------------|---------------------------|----|--|
| Customer and Personal Service                  | 11.3                            | 16.7                           | 17.5                      | 0  | Current knowledge level may be sufficient              |
| Administration and Management                  | 8.4                             | 14.6                           | 13.5                      | 0  | Current knowledge level may be sufficient              |
| Clerical                                       | 7.3                             | 12.7                           | 19.0                      | >> | Current knowledge level is likely more than sufficient |
| Personnel and Human Resources                  | 5.6                             | 10.6                           | 12.7                      | >  | Current knowledge level is likely sufficient           |
| Economics and Accounting                       | 4.4                             | 9.0                            | 12.3                      | >> | Current knowledge level is likely more than sufficient |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

| Associated Occupation's Key Skills Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating |    | Evaluation of Focus Occupation                               |
|---|---------------------------------|--------------------------------|---------------------------|----|--|
| Active Listening                            | 11.0                            | 14.6                           | 12.6                      | <  | A higher skill level may be required                         |
| Monitoring                                  | 9.9                             | 13.6                           | 10.1                      | << | Extensive development of skills in this area may be required |
| Coordination                                | 9.1                             | 13.3                           | 12.2                      | 0  | Current skill level may be sufficient                        |
| Social Perceptiveness                       | 9.1                             | 13.3                           | 10.7                      | <  | A higher skill level may be required                         |
| Time Management                             | 8.9                             | 12.5                           | 11.5                      | 0  | Current skill level may be sufficient                        |

|                                   |     |      |      |    |  |
|-----------------------------------|-----|------|------|----|--|
| Management of Personnel Resources | 6.9 | 12.3 | 10.5 | <  | A higher skill level may be required                         |
| Negotiation                       | 6.8 | 11.9 | 10.6 | <  | A higher skill level may be required                         |
| Learning Strategies               | 7.2 | 11.4 | 7.9  | << | Extensive development of skills in this area may be required |
| Persuasion                        | 7.4 | 11.1 | 8.8  | <  | A higher skill level may be required                         |
| Management of Financial Resources | 3.3 | 6.4  | 6.9  | 0  | Current skill level may be sufficient                        |
| Management of Material Resources  | 3.7 | 6.2  | 7.3  | >  | Skill level is likely sufficient                             |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

| Associated Occupation's Key Abilities Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating |    | Evaluation of Focus Occupation                     |
|--|---------------------------------|--------------------------------|---------------------------|----|--|
| Oral Expression                                | 12.4                            | 15.1                           | 13.3                      | <  | Some improvement in abilities may be required      |
| Speech Clarity                                 | 10.2                            | 13.4                           | 10.8                      | <  | Some improvement in abilities may be required      |
| Speech Recognition                             | 9.9                             | 12.5                           | 10.8                      | <  | Some improvement in abilities may be required      |
| Originality                                    | 7.6                             | 10.7                           | 7.9                       | << | Extensive improvement in abilities may be required |
| Fluency of Ideas                               | 7.6                             | 10.0                           | 7.9                       | <  | Some improvement in abilities may be required      |
| Memorization                                   | 5.6                             | 7.2                            | 6.4                       | <  | Some improvement in abilities may be required      |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

| Work Activities  | Exclusivity of Activity |
|--|-------------------------|
| Analyze operational or management reports or records     | 62                      |
| Analyze organizational operating practices or procedures | 70                      |
| Assign work to staff or employees                        | 30                      |
| Conduct or attend staff meetings                         | 47                      |
| Consult with managerial or supervisory personnel         | 60                      |
| Delegate appropriate administrative support activities   | 99                      |

|  |    |
|--|----|
| Direct and coordinate activities of workers or staff               | 3  |
| Document provision of administrative services                      | 92 |
| Evaluate office operations   | 95 |
| Hire, discharge, transfer, or promote workers                      | 47 |
| Interview job applicants   | 69 |
| Maintain administrative services procedures manual                 | 85 |
| Maintain inventory of office equipment or furniture                | 82 |
| Maintain records, reports, or files                                | 5  |
| Modify work procedures or processes to meet deadlines              | 80 |
| Order or purchase supplies, materials, or equipment                | 35 |
| Oversee work progress to verify safety or conformance to standards | 49 |
| Prepare financial reports  | 67 |
| Prepare reports  | 8  |
| Purchase office equipment or furniture                             | 89 |
| Schedule employee work hours                                       | 60 |
| Write administrative procedures services manual                    | 82 |

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 88

**Focus Occupation: Administrative Services Managers (11-3011)**

**Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

| Tools and Technologies   | Exclusivity |
|--|-------------|
| Business function specific software                              | 1           |
| Calculating machines and accessories                             | 3           |
| Computer data input devices                                      | 2           |
| Computers  | 1           |
| Content authoring and editing software                           | 1           |
| Content management software                                      | 6           |
| Data management and query software                               | 1           |
| Duplicating machines   | 6           |
| Finance accounting and enterprise resource planning ERP software | 2           |
| Information exchange software                                    | 1           |
| Network applications software                                    | 1           |
| Personal communication devices                                   | 2           |

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.